

Kenai Peninsula Borough School District

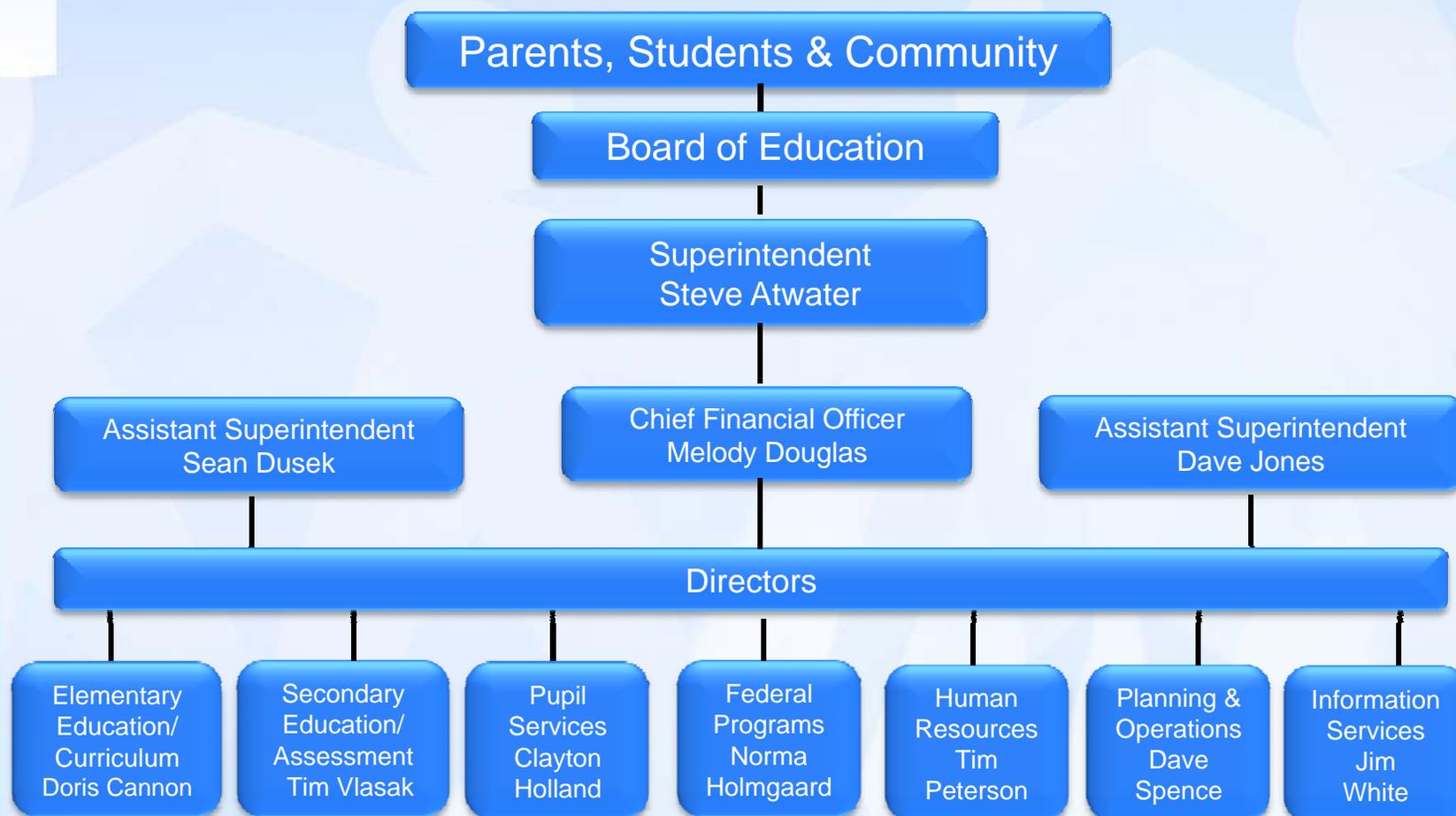
2009-2010 District Administration

**WORKING TOGETHER TO CREATE A
PATHWAY FOR SUCCESS**





Organizational Chart 2009-2010



Working Together to Create a Pathway for Success



Mission Statement

The mission of the Kenai Peninsula Borough School District, in partnership with its rich diverse communities, is to develop creative, productive learners who demonstrate the skills, knowledge, and attitudes to meet life's challenges, by providing stimulating, integrated learning opportunities in a safe, supportive environment.

The role of District Office is to anticipate and meet the needs for accomplishing the District's mission.

Steve Atwater, Ph.D. Superintendent of Schools



Responsibilities ~

- **Supervision:** Supervise the selection, appointment, coaching, and evaluation of all employees
- **Administration:** Administer all aspects of the District in accordance with statute and Board policy
- **Leadership:** Recommend policies and procedures to the School Board, implement School Board and District goals, guide instruction and learning, and coordinate services for high student achievement

2009-2010 ~

- ✓ **Political Arena:** Local, state, and national
- ✓ **Administrator performance/Accountability**
- ✓ **Communications:** With all of the District's stakeholders
- ✓ **Implement Long Range Plan**

Sean Dusek

Assistant Superintendent



Responsibilities ~

- Manage and direct instructional departments
- Supervise districtwide student discipline and attendance
- Carry out responsibilities as assigned by the superintendent

2009-2010 ~

- ✓ Develop an Individual Learning Pathway for each student
- ✓ Increase graduation rate/decrease dropout rate
- ✓ Facilitate continuous improvement efforts across the District.
- ✓ Implement Professional Development Plan
- ✓ Facilitate increased collaborative efforts for staff and students across the District

Dave Jones

Assistant Superintendent



Responsibilities ~

- Instructional support
- Create opportunities for student success
- Respond to public needs
- Provide timely and accurate information
- Oversight of employee and student safety programs
- Oversee personnel management

2009-2010 ~

- ✓ District budget discussions with the public
- ✓ Oversee the District Emergency Action Plan
- ✓ Political Arena: Coordination with legislature
- ✓ Fostering relationship with Kenai Peninsula Borough
- ✓ School district policy review
- ✓ Liaison to Charter Schools

Melody Douglas Chief Financial Officer



Responsibilities ~

- Budget development and reporting
- Annual audit and financial reporting
- District enrollment
- Legislative activities targeting funding
- Management of District finance resources
- Collective bargaining

2009-2010 ~

- ✓ Implement background check process for volunteers
- ✓ Accounting for pupil activity funds; budgeting and school support
- ✓ Develop electronic business manual
- ✓ Implement software to generate CAFR and budget documents
- ✓ Evaluate and update District budget process

Tim Vlasak

Director, Secondary Education



Responsibilities ~

- Coordinate all assessment and provide data analysis
- Support the implementation of programs that will reduce drop out rate and increase graduation rate: distance learning, intervention, Tech Prep, Work Force Development
- Develop, implement, and manage programs

2009-2010 ~

- ✓ Improve principal access to assessment data to drive personal development for both students and teachers
- ✓ Expand opportunities for students to be successful throughout high school and beyond.

Norma Holmgaard

Director, Federal Programs and K-12 Schools



Responsibilities ~

- Administer KPBSD federal supplemental programs, including No Child Left Behind
- Provide support and monitoring of KPBSD K-12 schools
- Administer to needs of programs for adjudicated and/or incarcerated youth
- Oversee English language learner/bilingual programs

2009-2010 ~

- ✓ Assist K-12 schools in becoming 21st Century schools
- ✓ Facilitate understanding and growth in effective standards based education practices
- ✓ Work as a member of the Instructional Team to increase graduation rates throughout the District.

Doris Cannon

Director, Elementary Education



Responsibilities~

- **Elementary Education Issues:** Parent concerns, acceleration and retention, early entrance, policy interpretation, principal and teacher support
- **Curriculum:** Curricular revision, selection of new curriculum and resource materials, implementation of revised curricula
- **Professional Development:** All content areas, grade levels, district initiatives

2009-2010 ~

- ✓ **Revise fine arts and physical education curricula**
- ✓ **Implement social studies and world language curricula**
- ✓ **Develop K-3 assessments for standards based report cards**
- ✓ **Implement new professional development opportunities**

Clayton Holland

Director, Pupil Services



Responsibilities ~

- **Special education program/Section 504 accommodations for students**
- **Gifted Education: Supervise facilitators, review budgets, parent/student concerns**
- **Health Services: Maintain compliance of regulations, nursing staff, care of medically fragile children**

2009-2010 ~

- ✓ **Survey/assess the needs of the Pupil Services Department**
- ✓ **Develop a long-term systematic professional development cycle for Pupil Services**
- ✓ **Provide professional development opportunities for all special education staff including paraprofessionals**
- ✓ **Continue staff development and program opportunities concerning Autism Spectrum Disorders**
- ✓ **Retention and recruitment of talented special educators and specialists**
- ✓ **IDEA compliance monitoring and quality processes**
- ✓ **Continue full implementation of response to intervention approach for students with learning disabilities**
- ✓ **Improve communication with all department stakeholders**

Tim Peterson

Director, Human Resources



Responsibilities ~

- Labor Relations: KPAA, KPEA, KPESA
- Health insurance plan administrator
- Employee recruitment and staffing
- Labor Regulations Compliance: local, state, federal

2009-2010 ~

- ✓ Job descriptions, work study and classification report for support employees
- ✓ Smooth completion and implementation of negotiations for KPEA, KPESA and KPAA
- ✓ Efficient transition from RBMS as a third party administrator to Meritain health.
- ✓ Revise and update evaluation handbook for certified and support employees

Dave Spence

Director, Planning & Operations



Responsibilities ~

- Facilities
- Custodians
- State CIP grant/debit reimbursement applications and program/state six-year plan
- KPSAA/Student cocurricular activities/officials' associations
- District's Operations Departments: Warehouse, student nutrition, purchasing, transportation, theaters
- School camper host program

2009-2010 ~

- ✓ DEED grant/debt reimbursement application process upgrade
- ✓ Teacher housing renewal/replacement at remote sites
- ✓ Portable locations
- ✓ Energy management program refinement

Jim White

Director, Information Services



Responsibilities ~

- Technology and infrastructure planning
- Implement and support technology- Districtwide
- Programming/support of administrative and other strategic software systems

2009-2010 ~

- ✓ Develop 2010-2013 Technology Plan document
- ✓ Major network upgrades
- ✓ Wireless access installation
- ✓ Federal E-Rate application